

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: WORK EDUCATION COORDINATOR

POSITION LOCATION: Career and Technical Education (CTE)

POSITION REPORTS TO: Director, Career and Technical Education (CTE)

POSITION SUPERVISES: Technical Aide (Site Trainer)

MINIMUM QUALIFICATIONS: Bachelor's Degree in Education, Special Education, Education of the Hearing Impaired, Education of the Visually Impaired or a Master's degree in Rehabilitation. Certified or ability to be certified by Arizona Department of Education or ability to obtain Certified Rehabilitation Counselor (CRC) national certification. Experience working in an educational setting.

PREFERRED QUALIFICATIONS: Master's Degree in Special Education, Education of the Hearing Impaired, or Education of the Visually Impaired. Two years direct experience working with hearing impaired, visually impaired, or multiple disabled children in an educational setting. Work experience in the private sector. Sign language experience.

MAJOR DUTIES AND RESPONSIBILITIES: Plans, implements, and evaluates a multi-faceted work program; meets with businesses to open future work sites for students; coordinates the activities of work education staff and the students they serve; counsels students regarding job opportunities and problems that arise at work; networks with outside agencies and organizations to facilitate students' transition from school to work; maintains contact with parents of work education students; works with other departments to coordinate students' academic programs with their work experiences; manages a payroll for students placed in jobs in accordance with wage/hour guidelines; completes required reports and students' IEPs as necessary.

KNOWLEDGE, SKILLS, AND ABILITY: Planning and organization skills; good communication skills, both written and spoken/signed; ability to be tactful and courteous in representing the school to employers, and the general public; ability to train both students and staff; knowledge of behavior management techniques, ability to represent the school effectively to employers and the business community.

PAY PLAN: <u>Certified</u>	GRADE: <u>Open</u>	FLSA: <u>Exempt</u>	DATE: <u>Revised: 7/2006</u>
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